



City of Grand Rapids

Fixed Valet Location Checklist – Pre-Designated Location

PRELIMINARY INFORMATION

- The City has pre-designated a set number of Valet Parking Zones within the downtown area which a business or group of businesses may apply to use. To make additions to the existing map see [Map Addition Application Guidelines](#).
- The zone map on the City webpage will be updated as zones are licensed or as licenses lapse.
- Businesses with drop-off/pick-up locations on private property will only need a Fixed Valet Location license if cars must use the public right-of-way to be transported to and from a parking location.
 - o Do not need to notice neighboring businesses.

CHECKLIST

<input type="checkbox"/>	Proof of notice issued to all businesses within a City block of the desired valet parking zone of the intent to apply for its use. Notice must be given of intent to apply at least ten (10) days prior to submitting an application.
<input type="checkbox"/>	Completed Fixed Valet Location application (part I and part II)
<input type="checkbox"/>	Proof of consent or approval from the duly authorized representative of each business listed on the application.
<input type="checkbox"/>	Copy of a contract with a licensed Valet Company.
<input type="checkbox"/>	A completed valet parking plan form with a mapped parking plan meeting all requirements outlined in Sec. 7.596 of Chapter 113.
<input type="checkbox"/>	Non-refundable application fee .
<input type="checkbox"/>	Once the application has been approved there are additional fees that will be assessed by Parking Services for the use of the zone.
<input type="checkbox"/>	License must be prominently displayed on the property of the principal applicant.

*Rules and regulations associated with Valet Operations can be found in [Chapter 113](#) of the Grand Rapids City Code entitled “Valet Parking.”

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”